

PERSONAL SERVICE CONTRACT

Contract No. _____

I. Subject to the conditions stated on the back hereof, the _____ (Agency)

and _____, hereby contract for the personal services of the Contractor as follows:

- a. Type of Service: ☐ Consultant ☐ Expert
- b. Type of Employment: ☐ Intermittent ☐ Temporary
- c. Duration of contract: From _____ to _____
Per day of service
- d. Rate of Compensation: \$ _____ Per diem, WAE (for actual hours worked)
- e. Estimated total cost: \$ _____
- f. Contractor ☐ is ☐ is not a retired civilian employee of the United States.
- g. Contractor ☐ is ☐ is not a retired officer of the Armed Services of the United States.
- h. Date of appointment affidavits _____
- i. Nature of personal services to be rendered: _____

II. The Contractor agrees to perform the foregoing personal services in an efficient manner and to the best of his ability.

Dated at - Washington, D. C.

this _____ day of _____ 19__.

Contractor _____

Address _____

Personnel Officer _____

JUSTIFICATION FOR FOREGOING CONTRACT

- (1) The services described in the foregoing contract are essential for the following reasons:
- (2) The services required are not within the capacity of the present force.
- (3) The work to be performed may be in addition to but not a duplication of the duties of any other employee.

OFFICE, DIVISION AND SECTION	PRELIMINARY SECURITY BY	SECURITY CLEARANCE GRANTED (DATE)
RECOMMENDING OFFICER	BUDGET APPROVAL BY	DATE

Approved For Release : CIA-RDP56-00071A000100060017-4
CONDITIONS

1. DEFINITIONS

The Contractor shall be designated as either a consultant or an expert. The employment shall be classified as intermittent or temporary. Definitions are as follows:

- a. A consultant is an employee serving the Government in an advisory capacity only, as distinguished from one who performs the statutory duties and responsibilities of the employing Agency. Consultants are precluded from assuming any administrative or supervisory responsibilities.
- b. An expert is an employee performing duties requiring the services of a person exceptionally qualified by education and experience in a particular line to perform a service particularly required to accomplish the statutory purposes of the employing Agency, and who is not, generally obtainable under Civil Service Laws and Regulations. Experts may exercise administrative and supervisory functions.
- c. An intermittent employee performs services for short, irregular periods, none of which extends for a full calendar month.
- d. A temporary employee serves for a definite period of time not exceeding one year. Temporary employees serve continuously during the period for which appointed.

2. PAYMENT

- a. Payment of compensation at the rate specified less any deductions required by law will be made on bi-weekly payrolls supported by Time and Attendance Reports (S.F. 1130) showing the actual hours of service rendered for each day, signed and approved by the official to whom the contract employee is responsible.
- b. An intermittent consultant or expert will be paid only for days when actually employed, and will not be entitled to overtime or night differential payments. When work is performed on holidays or non-work days, only the regular daily rate will be allowed.

3. TRAVEL REIMBURSEMENT

- a. Only an intermittent employee is entitled to reimbursement, in accordance with Government Travel Regulations, for transportation between residence or place of business and official headquarters, and to a per diem allowance in lieu of subsistence for each day, including Saturdays, Sundays and holidays, while away from residence or place of business on official duty, in accordance with applicable law and regulations.
- b. An intermittent or temporary consultant or expert, on authorized government business, away from the official station is in a travel status and will be reimbursed for transportation expenses in accordance with Government Travel Regulations and will receive a per diem allowance in lieu of subsistence in accordance with applicable law and Regulations.

4. LEAVE

A consultant or expert may accrue annual and sick leave under this contract in accordance with applicable Civil Service Laws and Regulations.

5. SECURITY

This contract shall not be effective until such time as satisfactory preliminary security clearance is obtained and noted on the face hereof.

6. TERMINATION

This contract may be terminated at any time during the period of its duration, (1) by mutual consent of the Personnel Officer and of the Contractor, (2) by the Personnel Officer, upon not less than seven days' written notice by him to the Contractor, or (3) by the Contractor, upon not less than seven days' written notice by him to the Personnel Officer.

7. PREPARATION AND DISTRIBUTION

This contract will be prepared in six copies, all of which will be signed and distributed as follows: Original to Payroll Office for General Accounting Office, two copies for the Personnel Office, one copy each for the Budget Office, the Administrative Office and the Contractor.